

**NATIONAL MEDICARE EDUCATION PROGRAM
COORDINATING COMMITTEE MEETING**

LOGISTICS FACTSHEET

DATE Wednesday, January 31, 2001

LOCATION Loews L'Enfant Plaza Hotel
480 L'Enfant Plaza, S.W.
Washington, DC 20024
(202) 484-1000 (tel)
(202) 646-4456 (fax)

SCHEDULE



Registration will begin at 8:30 a.m. outside Grand Ballroom A, which is located on the lobby level. The meeting will begin at 9 a.m. and will conclude at 1 p.m. If you need to receive messages during the meeting, please use the numbers provided above. Please instruct individuals calling or transmitting a fax that they must indicate you are a participant at the NMEP Coordinating Committee Meeting.

LODGING



A limited number of sleeping rooms are available at the Loews L'Enfant Plaza Hotel in Washington, D.C., for the night of January 30. The group rate is \$295.26 per night inclusive of tax. If you need to reserve a room, please complete the Hotel Accommodations section of the registration form and return the form to Gretchen Bretsch at IQ Solutions. A credit card number is required to guarantee your reservation.

Check-in time is 3 p.m.; check-out time is 1 p.m. If you must cancel your reservation, contact the hotel directly. Reservations must be canceled 24 hours before your scheduled day of arrival.

Please note that all charges, including room, tax, and incidental expenses (e.g., valet services, room service, telephone calls, gratuities), will be due upon check-out.

**GROUND
TRANSPORTATION**



Ground transportation from area airports is available via taxi service, hotel limousine service, and the Metrorail. Approximate taxi fares and travel times during non-rush hours are as follows:

Reagan Washington National Airport:	\$15	15 minutes
Dulles International Airport:	\$55	45 minutes

For those participants who wish to use Metrorail, the Metro station closest to the hotel is L'Enfant Plaza, which is located on the Blue, Yellow, Green, and Orange lines. Exit at the 9th and D Street exit. Go up two sets of escalators and through the double glass doors; follow the signs to the hotel lobby. A Metro Pocket Guide is included with this mailing.

PARKING

Parking is available at the hotel at the rate of \$22 overnight. Valet parking is \$14 for the day. Additional parking is provided by Colonial parking garage, a self-park facility. When entering the garage, you will receive a card from the ticketing machine. The rates for hourly parking for 4 hours or more is \$14. To self-park, go to the end of Promenade Drive and turn left. Follow the road to Banneker Circle and bear right. Follow the road under the Plaza; the parking garage is on your right. Drive up to the attendant. An elevator in the garage will take you to the lobby level of the hotel.

ASSISTANCE



If you have any questions regarding meeting logistics, please contact Ms. Bretsch at (301) 984-1471, x359, Monday through Friday, 8:30 a.m. to 5 p.m., eastern time. Her e-mail address is gbretsch@iqsolutions.com.